

ADMINISTRATIVE-INTERNAL USE ONLY

ER 3124/93
17 May 1993

93-087/4

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chief, DCI/Personnel

FROM: Executive Director

SUBJECT: Request for Assistance/Declassification
of JFK Assassination Records

1. This memorandum requests that addressees identify staff employees for overtime, after-hours work on Agency records related to President John F. Kennedy's assassination. The overtime will be paid by the Center for the Study of Intelligence. The request stems from a requirement in the JFK Assassination Records Act that all relevant government documents be reviewed for declassification and transferred to the National Archives by 22 August 1993.

2. The specific task for which assistance is needed is indexing of data into an automated system and ultimately producing computer-generated forms called "identification aids." This involves keying in information onto a pre-set form that appears on a personal computer screen. (Experience in indexing or as a document analyst is necessary.) The Act cited above requires that each document transferred to the National Archives have attached to it such an aid. The same information that is developed in the aids will be produced on diskettes that will be forwarded to the National Archives for use in compiling an electronic index.

3. We estimate that it will require up to 20 people working 10 hours of overtime per week, probably beginning in early June, to meet our deadline. The work will be done in the office of the Historical Review Group, in Ames Building. The preferred hours would be Monday-Friday, 1630-1830, or 1700-1900, and there may be work on Saturday as well.

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SUBJECT: Request for Assistance/Declassification of
JFK Assassination Records

4. Applicants should contact the Historical Review
Group, Center for the Study of Intelligence, Room 404 Ames,
ext. 30335 or 30146 (secure).



R. M. Huffstutler

Attachment:
CSI-0048, dtd 2 Apr 93

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Request for Assistance/Declassification of
JFK Assassination Records

DCI/CSI/HRG/JFPereira:hfs x30335 (12 May 93)

Distribution:

Original - Addressees

- 1 - EXDIR
- 1 - D/CSI
- 1 - C/HRG
- 1 - HRG file

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ADMINISTRATIVE-INTERNAL USE ONLY

ER 93-0325
18 May 1993

MEMORANDUM FOR: Director of Central Intelligence

FROM: Executive Director

SUBJECT: Completing Work on JFK Assassination Records

1. Your office has asked whether additional resources are needed to complete work on the JFK records by the deadline established by Congress of 22 August 1993. Barring the unforeseen, we should meet the deadline.

2. The Historical Review Group expects to complete review of all hard copy files (some 250,000 pages) by early June. Since coordination with the directorates has lagged, we have taken steps to increase the number of directorate reviewers. The DO has approximately doubled the number of reviewers to eight. They are committed to adding additional resources if required.

3. The second problem is the need to prepare identification aids for every document transferred to the National Archives. I have given approval for up to 20 indexers and document analysts to work overtime on this effort.

4. A potential problem exists in processing a box of microfilm, which contains the equivalent of some 172,000 pages of additional material. The Historical Review Group believes a large part consists of duplicates of material already reviewed. They should know whether this assumption is correct within the next few days. In any event, I will assign additional resources if needed.

5. The President has yet to name the Review Board called for by the JFK Act; therefore, we cannot determine whether the board will have additional requirements for us.



R. M. Huffstutler

ADMINISTRATIVE--INTERNAL USE ONLY

SUBJECT: Completing Work on JFK Assassination Records

Distribution: (ER 93-0325)

Orig - Addressee

1 - C/HRG/CSI

1 - EXDIR Chrono

1 - EXDIR Subject

1 - Executive Registry

HRG/CSI/JPereira:hs (30335) (17May93)

Retyped: O/EXDIR/pad (37902) (18May93)

ADMINISTRATIVE--INTERNAL USE ONLY

CIA SPECIAL COLLECTIONS
RELEASE IN FULL

2000

ADMINISTRATIVE-INTERNAL USE ONLY

26 May 1993

NOTE FOR: D/CSI

SUBJECT: Review of JFK Documents

Following are additional steps being taken to complete the declassification of the JFK records:

1. We are arranging to bring in at least 20 indexers to work overtime on inputting information into the data base from which identification forms will be printed.

- Estimated overtime cost: \$50,000 (could go higher, depending on number of people we need).
- On 5 April the EXDIR gave approval for up to 20 indexers at cost of \$3-4,000 weekly.

2. The microfilm file is to be printed out in hard copy as soon as possible.

- Estimated contractor cost: \$17,000.
- Contractor selected by LOGS is Octo Inc, Laurel, Md.

3. We are acquiring two additional specialized copiers for redaction of documents to be released. (DCI/LOGS is arranging a short term lease.)



John Pereira

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CIA SPECIAL COLLECTIONS

RELEASE AS SANITIZED

CSI 0320/93

14 September 1993

2000

MEMORANDUM FOR: Executive Director

VIA: Director
Center for Study of Intelligence

FROM: John F. Pereira
Chief, Historical Review Group

SUBJECT: Resource Requirements for
Historical Review Group

1. The purpose of this memorandum is to outline the resources required to enable the Historical Review Group (HRG) to accelerate the declassification of the microfilmed Kennedy assassination records. With the additional resources, we would expect to complete the review of the microfilm--equivalent to about 150,000 pages--by the end of this year.

2. Personnel: An additional number of contractors equivalent to 12 full-time reviewers.

- There are now nine staff reviewers and nine contractors in HRG. Six of the staffers are on rotational assignment until May/June 1994, when they will be replaced by contractors.

3. Computers: Twelve additional computer terminals and associated equipment, including a printer, and enhancements to the present LAN. Estimated cost: \$49,000.

4. Other equipment: One high-speed copier. Estimated cost: \$15,000.

5. Space: Acquire an estimated 1,400 square feet to accommodate additional contractors, equipment, and document storage space. Storage shelves for approximately 200 archival boxes are needed.

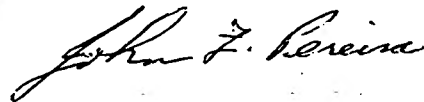
6. There will be a continuing need for the resources described above even after declassification of the Kennedy assassination records is completed. The Agency is committed to releasing to the National Archives substantial collections of records on topics such as the Bay of Pigs, the Guatemalan coup, the coup in Iraq, and several other major covert action programs. We also are committed to

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SUBJECT: Resource Requirements for
Historical Review Group

releasing all national intelligence estimates on the former Soviet Union that are ten years old or older. In addition, HRG is charged with declassifying a growing number of documents for the State Department's "Foreign Relations of the United States" series.



John F. Pereira

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SUBJECT: Resource Requirements for
Historical Review Group

DCI/CSI/HRG/JFPereira:hfs/30335 (14 Sep 93)

Distribution:

Original - Addressee

- 1 - D/CSI
- 1 - C/HRG
- 1 - HRG file

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3 Sept. 1993

Estimated cost related to review of microfilm of JFK docs.

Re para 3 of memo:

Current level of effort required to complete review within 5 to 6 months: 9 staff employees & 7 ICs.

Estimated cost based on payroll data from pay period 18 ending 20 August 1993:

9 Staff employees:

Average salary and benefits / pay period	\$2,730.74
Number of Staff employees	x 9
Total cost per pay period	\$24,576.66

Est staff employee cost to complete in 5 months:

10 pay periods x \$24,576 = \$245,576

Est staff employee cost to complete in 6 months:

12 pay periods x \$24,576 = \$294,912

7 ICs:

Cost based on current DCI / CSI contracts for full time ICs: The estimated fees range from \$4,000 to 5,000 per month. Therefore, the amount of \$ 4,500 per IC was used.

7 ICs @ \$4,500 = \$31,500 per mth x 5 months =	\$157,500
7 ICs @ \$4,500 = \$31,500 per mth x 6 months =	\$189,000

SUMMARY

To complete this review with existing resources within 5 to 6 months the estimated cost will be as follows:

Five months:

Staff Employees	\$245,576	
ICs	\$157,500	
Total		\$403,076

Six months:

Staff Employees	\$294,912	
ICs	\$189,000	
Total		\$483,912

Cost to accelerate process and complete within 2 1/2 to 3 months.

Per para 5 of memo: It will be necessary to hire an additional 12 ICs :

Estimated cost per IC is \$4,500 per mth x12=\$ 54,000 x 2.5 mths.=\$135,000

Estimated cost per IC is \$4,500 per mth x12=\$ 54,000 x 3 mths = \$162,000

Total estimated cost to complete in 2.5 months:

Existing staff cost for 5 mths = \$403,076 @ 1/2 to complete in 2.5 mths	\$ 201,538
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Cost of additional 12 ICs	\$ 135,000
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Total to complete in 2.5 mths.	\$ 336,538
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Total estimated cost to complete in 3 months:

Existing staff cost for 6 mths=\$483,912 @ 1/2 to complete in 3 mths.	\$ 241,956
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Costs of additional 12 ICs	\$ 162,000
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Total to complete in 3 mths.	\$ 403,956
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COST COMPARISON

Cost to complete in 5 months using existing staffing	\$403,076
Cost to complete in 2.5 months using existing staffing and 12 additional ICs	\$336,538
Cost to complete in 6 months using existing staffing	\$483,912
Cost to complete in 3 months using existing staffing and 12 additional ICs	\$403,956

Notes: (1) The estimated cost for existing ^{staff} was reduced by 50% for the 5 and 6 month periods to reflect the period of actual use. After the completion of this project, the existing personnel will likely be assigned to new projects.

(2) The estimated IC\$ cost for five months is \$135,000 and for six months \$162,000.

Funding

12 FTE at \$250/day (60 days/wk x 250. ^{\$15,000/wk})

= 20 part time working 3 days/week (or 12 days/mo)

- \$15,000/wk for 12 FTE = \$60,000/mo

- \$60,000/mo x 12 mos = \$720,000/yr

subtract increases for:

Chenay 1 day/wk

Gary 2 days/wk

Stewart ?

Vogel ?

SPACE For 12 FTE

Required

- People 1200 sf'
- Equipment (Xerox), tables 30 sf'
- Storage space (Files, boxes) 100 sf'
- total 1330 sf'

Percent
Zone
Balance
needed

- Room now for 3 FTE (300 sf')

balance 1330 - 300 = 1030 sf'

UNCLASSIFIED

DATE: September 22, 1993

NOTE TO: Helen F. Sustachek

SUBJECT: JFK Paper Project

Helen, please pass the following to John Pereira from Dianne Rankin. "In response to your request, attached is a list of our folks who worked on the JFK Paper Project. I am glad you are pleased with their support. You might be interested in knowing that they worked 478 hours overtime to complete this project. Those individuals are: William Heavner; Mark Drosky; Ann Auth; Marie Peacher, Monique Huhmann; Kevin Adams; James Marino; Robert Tarr; Paul LeFrancois; Susan Ball; James Boggess; J. J. Drees; Catherine Dowdle; Brian Reynolds; Thomas Price; Joseph Clauto; Gary Cutlip; Andra Denson; Randy Peacher; James Sylvestor, Jr.; Arlette McDuffy; Lori Huber; Susan Brammell; Earl Smith; Lynette Dewey; Thomas Weeks; Tracy Stone; June Dittmar; and Erik Judy." END OF MESSAGE

Thanks, Helen. Liz x46801/

UNCLASSIFIED

HRG OVERTIME FOR JFK DOCUMENTS

Jun 7 - 12	57 hrs.
Jun 14 - 26	<u>244 hrs.</u> 301 hrs.
Jun 28 - Jul 10	<u>327.5 hrs.</u> 628.5 hrs.
Jul 12 - Jul 24	<u>516 hrs.</u> 1144.5 hrs.
Jul 25 - Aug 7	<u>508 hrs.</u> 1645.5 hrs.
Aug 8 - Aug 21	<u>480.5 hrs.</u> 2126 hrs.
Aug 22 - Sep 4	<u>8 hrs.</u> 2134 hrs.
Sep. 5 - Sep 18	<u>56.5 hrs.</u> 2190.5 hrs.
Sep 19 - Oct 2	<u>64.5 hrs.</u>
Total	2255 hrs.

HRG OVERTIME FOR JFK DOCUMENTS

June 7 - 12	57 hrs.
June 14 - 26	<u>244 hrs.</u> 301 hrs.
June 28 - July 10	<u>327.5 hrs.</u> 628.5 hrs.
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August 22 - Sept. 4	<u>8 hrs.</u> 2134 hrs.
Sept. 5 - Sept. 18	<u>56.5 hrs.</u>
TOTAL	2190.5 hrs.

HRG OVERTIME

June 7 - 12	57 hrs.
June 14 - 26	<u>244 hrs.</u> 301 hrs.
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July 12 - July 24	<u>516 hrs.</u> 1144.5 hrs.
July 25 - August 7	<u>508 hrs.</u> 1645.5 hrs.
August 8 - August 21	<u>480.5 hrs.</u> 2126 hrs.
August 22 - August 29	<u>8 hrs.</u>
Total	2134 hrs.

HRG OVERTIME

June 7 - 12	57 hrs.
June 14 - 26	<u>244 hrs.</u> 301 hrs.
June 28 - July 10	<u>327.5 hrs.</u> 628.5 hrs.
July 12 - July 24	<u>516 hrs.</u> 1144.5 hrs.
July 25 - August 7	<u>508 hrs.</u> 1645.5 hrs.
August 8 - August 21	<u>480.5 hrs.</u>
Total	2126 hrs.

CIA SPECIAL COLLECTIONS
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2000

8 Sept. 1997

To: C/HRG

Subject: Comments on Gunn Draft "Board Timetable for Review of CIA Records"

I agree with Gunn in the need for a plan and schedule for completing the JFK project. However, what constitutes completion needs some clarification. Some of Gunn's proposals are at odds with our agreements with Marwell, others are not necessarily the most efficient way of approaching the file (see my comments below).

CIA Sequestered Collection

1. "The 63 boxes"

Record Identification Forms (RIFs) / Identification Aids: ARRB staff is confused about our process. We are currently indexing folders that were "unit" indexed (a single Iden Aid for a folder) and marked Category #1 by ARRB staff--only seven folders to go. We don't cut the extract and create the disk for the Staff until boxes are ready to be reviewed. We can run the extract program and send them disk anytime. I don't consider this a review issue.

When Marwell approved the "Priority 1" folder approach, I told him we would complete the review in the Fall. We appear to be on track to complete the review by the end of October or early November.

Priority Folders 2, 3 and 4: My understanding with Marwell was that these folders would drop to the end of the list, after HSCA and Microfilm. To start the review of these folders in November (to meet 31 Jan 98 deadline) would divert resources from other activities and reviews. It would also require additional indexing support-- there are still a number of unit indexed folders in these folders.

Open in Full/Release in Full documents: Except for a few folders in boxes 32/33, the Summers completed the processing of RIF documents through box 38. Boxes 1-19 (1202 documents/3719 pages) have been sent to ARRB for NARA; boxes 20-38 will go in the next few weeks). I will need to discuss with Gunn the rest of the Collection. My suggestion is to complete the DO review of the RIFs, but delay processing for now.

2. **HSCA Staff notes:** re-review will be completed this month (HSCA was Marwell top priority).

The Open in full HSCA documents are a processing headache. Our copy has be matched against the originals currently being held by ARRB. The originals do not have Iden Aids. This is a time consumer activity.

3. Microfilm

I had planned to start the re-review of the Microfilm in November (Gunn's date) and his end date (6/30/98) is beyond what I projected. Designating specific boxes to be completed by specific dates is not practical. I will suggest he designate the number of boxes to be completed by certain dates if he feels he needs milestones.

Issues:

If ARRB insist in our reviewing the Priority 2,3 and 4s in the hardcopy collections it will slow down the Microfilm review.

I have had discussion with members of the staff about doing a "Priority #1" folder review of the Microfilm. I will recommend that they do so. It ensures that the most important information is release first and avoids both staffs getting bogged down in processing marginal documents.

We have to decide on the indexing requirements for the Microfilm (Gunn is proposing that documents containing redaction be identified individually -- have NARA numbers). Do we:

- a) index all documents
- b) index only documents with redactions
- c) develop an alternative that meets ARRB requirements but does not include indexing individual documents.

Oswald Microfilm: no problem with Gunn's approach

Working Files

Russ Holmes files. I have a problem with Gunn' proposal. To index a collection that is primarily duplicates seems to be a waste of resources. Indexing at the folder level should suffice for the historians assuming we do not challenge the designation of the files as assassination records. New documents would be indexed individually.

To fully index this collection involves a resource cost not anticipated when we discussed the completion of the project by October 1968 with Marwell. To begin the review of these files by 1 October 1998 is not feasible given other priorities and current resources.

Additional Records and Referrals: no problem as stated.
Could be resource issue if the number continue to increase.

Not addressed in the memo:

Processing of Open in Full documents

Processing of Duplicates

Oswald Security File

09/16/97 TUE 12:35 FAX 202 724 0457

ARRB

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MEMORANDUM


CIA HAS NO OBJECTION TO
DECLASSIFICATION AND/OR
RELEASE OF CIA INFORMATION
IN THIS DOCUMENT

September 16, 1997

To: Review Board

From: T. Jeremy Gunn

Subject: Proposed ARRB Timetable for Review of CIA Records



I. Background

The CIA Team has developed a preliminary timetable that we hope will provide a reasonable framework for completing our review of CIA's assassination records by August 1, 1998.¹ We are creating this timetable for three purposes:

First, to establish our own working target dates to measure Review Board progress against the mandatory deadline established by the JFK Act.

Second, to provide CIA with our best assessment of the order and scope of our review so that it can make its own internal judgments on the proper allocation of its resources. We provided CIA prior drafts of this memo and solicited its specific advice and suggestions for better ways to accomplish our goals. [We have not asked CIA to "agree" to these deadlines, but we have encouraged it to provide alternative suggestions on how best to meet the August 1 deadline.]

Third, to solicit the Review Board's advice regarding "enforcement" of these (or other) targets. Although we surely hope that both the ARRB staff and CIA will be able to meet the targets, and although we certainly plan to make all reasonable accommodations for problems that no doubt will arise, we nevertheless anticipate that it is possible that CIA might not be able to keep to these timetables. Thus, we anticipate that there may well be times when blocks of records scheduled for Board review will not have been fully processed by CIA. It is our judgment that, in keeping with our commitment to Congress and to the goals of the JFK Act, we may need to have the Board act on groups of records for which CIA has not completed its initial review. At the risk of over-repetition, the ARRB staff seeks to be as reasonable and accommodating as it can on timetables, *provided that any proposed changes are consistent with our obligation to complete the task*. We realize that this review may have resource-allocation

¹By establishing this target date, we will provide ourselves with a two-month cushion to handle possible appeals and miscellaneous issues that doubtless will arise.

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consequences for CIA and we expect to refine this timetable both to minimize the resource impact and to allow us and the CIA to proceed most efficiently with the review. We also take very seriously our commitment to Congress to complete our work on schedule. Is the Board prepared to make decisions on records if CIA has not completed its review and to enforce those decisions?

II. Issues applying to all CIA record groups

Records to be opened-in-full

During the course of CIA's review, it frequently identifies records that it is prepared to open in full without Board action. Although there is a benefit in promptly forwarding such records to NARA, it is less expensive for CIA to process these records during the summer months.

Accordingly, we are prepared to agree with CIA that it may delay processing such records, provided that all such processing of open-in-full records will be completed by August 30, 1998.

Duplicates

CIA will continue to identify duplicates and may process them after all other documents have been reviewed and transferred to NARA. If the ARRB is shown that any given record is a duplicate, CIA need not complete the processing before September 30, 1998.

III. CIA Record Groups

A. Oswald 201 File (17 boxes)

- current status:

review completed (with a few minor exceptions)

B. CIA Sequestered Collection

1. "The 63 boxes"

- current status:

The ARRB staff has completed a survey of the 63 boxes (on the folder level) and has assigned each folder a relevance priority on a 1 to 4 scale. CIA has completed its declassification review of roughly 66% of the priority 1 folders.

The ARRB Staff has completed its own review of approximately 50% of the priority 1 records and those records have been (or shortly will) be voted on by the Board.

09/16/97 TUE 12:36 FAX 202 724 0457

ARRB

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- target dates:

Completion of final review of 63 boxes by January 31, 1998.

- time line:

9/30/97	box 40 (priority 1)
10/31/97	box 48 (priority 1)
11/30/97	box 56 (priority 1)
12/31/97	box 63 (priority 1)
1/31/98	all priority 2, 3 and 4

2. HSCA Staff notes (originally interfiled in the 63 boxes)

- status:

Record Identification Forms prepared for all documents. CIA review is 80% complete. ARRB staff completes its review shortly after receiving records from CIA.

- target dates:

Complete Board voting by November 18, 1997.

3. Microfilm (72 boxes)

- current status:

CIA identified approximately 33% of these records as NBR. ARRB staff has reviewed all CIA NBR designations, and has identified additional records that should be reviewed by the Board.

The ARRB Staff will discuss with the CIA the preparation of Record Identification Forms (RIFs or "IDEN aids" in CIA terminology) and develop a plan that will best facilitate review.²

- target dates:

CIA begins review by November 1, 1997 and completes review by July 1, 1998.

Complete Board determinations by July 31, 1998.

²The ARRB staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open-in-full. If there are records in which the CIA is requesting redactions, those records must be identified individually. The remainder of open-in-full records may still be identified with one RIF as being the contents of the same folder.

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- tentative time line:

11/30/97	boxes 1-6
12/31/97	boxes 7-13
1/31/98	boxes 14-19
2/28/98	boxes 20-25
3/31/98	boxes 26-31 & 44-45
	(Boxes 32-43 contain LHO's 201 file, which will be treated as a special case.)
4/30/98	boxes 46-51
5/31/98	boxes 52-62
6/30/98	boxes 63-72

4. Microfilm copy of Oswald 201 (approximately 12 boxes)

- issue:

The vast majority (if not all) Oswald Microfilm records are duplicates of records the Board has already reviewed under the JFK Act. To the extent that the records previously have been reviewed, there is little value in re-reviewing the records. The ARRB staff will survey the Microfilm 201 in an effort to identify any additional records that have not already been acted upon by the Board. All records not previously acted upon by the Board will be so designated, a RIF will be prepared, and they will be sent for Board action. The remaining Microfilm 201 will be transferred to the JFK Collection at NARA and opened in full in 2017.

- status:

Staff has completed its initial survey and has thus far identified no records in the 201 Microfilm that are not already in the JFK Collection.

C. "Working Files" (including "Russ Holmes" papers, etc.)

- status:

No Record Identification Forms have been prepared. ARRB staff has conducted a general survey.

- target dates:

Work to commence by CIA on October 1, 1997. CIA should prepare Record Identification Forms for all records by January 1, 1998. Completion of review and Board determinations by March 31, 1998.

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-strategy:

The "working files" is a group of records that was assembled at CIA by Russ Holmes. Although he was not asked formally by CIA to create this separate records group, he did so in order to facilitate his work and, perhaps, to satisfy his own curiosity. The group contains many original records (copies of some of which are already in the collection) and it includes some records of which we are aware of no other copies. It is the best-organized collection of assassination records held by CIA. Its value as a reference tool is greatest as a collection. Therefore, though the file contains many duplicates of records found in the JFK collection, the ARRB staff recommends that it be preserved as a single group. Duplicates and open-in-full documents should be treated in the same manner as they are in the rest of the JFK Collection. As with the microfilm from the Sequestered Collection, the ARRB staff has no objection to the records being identified on the folder level provided that all records in the folder are open-in-full. If there are records in which CIA is requesting redactions, those records must be identified individually. The remainder of open in full records may still be identified with one RIF as being the contents of the same folder.

D. Additional Records**- status:**

Research, requests, and negotiations continue to identify and include additional CIA records for the JFK collection.

Oswald Office of Security File. As a result of an ARRB staff request for additional information and records, CIA located portions of a previously undisclosed Office of Security file on Lee Harvey Oswald. This seven-volume file, of which six parts have been located, contains two volumes of press clippings, third agency material on Oswald, a copy of Oswald's address book, and Marina Oswald's INS file. In the upcoming months CIA will begin to review and process these materials.

- time line:

Completion by July 31, 1998.

- strategy:

Continue current efforts.

09/16/97 TUE 12:37 FAX 202 724 0457

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E. Referrals**1. HSCA referrals (Numbered files, Security Classified Testimony, etc.)****- status:**

most of these records have been reviewed. The database suggests that a percentage of them has slipped through the cracks.

- target date:

Complete Congressional records to be reviewed by March 31, 1998.

- strategy:

Continue to clarify the status of records. Review any remaining records.

2. Other referrals (FBI, Church Committee, LBJ Library, JFK Library, etc.)**- status and strategy:**

Records will be coordinated and reviewed on a case by case basis.

TJG e:\... \cia \timetabl.wpd
4.20.7



Assassination Records Review Board
600 E Street NW • 2nd Floor • Washington, DC 20530
(202) 724-0088 • Fax: (202) 724-0457

October 28, 1997

Mr. David W. Carey
Executive Director
Central Intelligence Agency
Washington, DC 20505

CIA HAS NO OBJECTION TO
DECLASSIFICATION AND/OR
RELEASE OF CIA INFORMATION
IN THIS DOCUMENT

Re: Completing the Review of JFK Assassination Records

Dear Mr. Carey:

I would like to congratulate you on your new appointment at the Agency and wish you the very best of success in the difficult challenges that lie ahead.

As you probably are aware, the Assassination Records Review Board has been mandated by Congress and the President to oversee the declassification and transfer to the National Archives of all records related to the assassination of President Kennedy. During the past three years we have received excellent cooperation from CIA in regard to the processing of the relevant Agency records. From our perspective, this is due in significant part to the work of John Pereira, Chief of the Historical Review Group, and J. Barry Harrelson, who has shouldered the extremely complicated, burdensome, and frequently thankless task of overseeing the project. Both of them have proved to be superb representatives of the Agency. We also very much appreciated receiving a strong message of support from your predecessor, Nora Slatkin, who advised us in a meeting on October 16, 1996, of her full support for the project and her willingness to commit the necessary Agency resources to complete the project.

Because the Review Board is now in the final twelve months of its statutory tenure, I thought it would be appropriate to advise you of our goals for the upcoming year. It is our wish to be able to state in our Final Report to the President and to Congress that CIA has made all reasonable attempts to locate, review, and declassify all available records on the Kennedy assassination. We would like the Review Board to be able to assure the American people that the Agency has been fully cooperative in this enormous and difficult task, and that the Agency no longer retains any "secret" files on the assassination. In addition, we are obligated to keep Congress informed, on a monthly basis, of the status of our work and any difficulties that would interfere with our ability to achieve our objective.

Although many important strides have been made to further our goals, we nevertheless perceive that the pace of review and declassification of Agency records will need to be

Mr. David W. Carey

October 28, 1997

Page 2

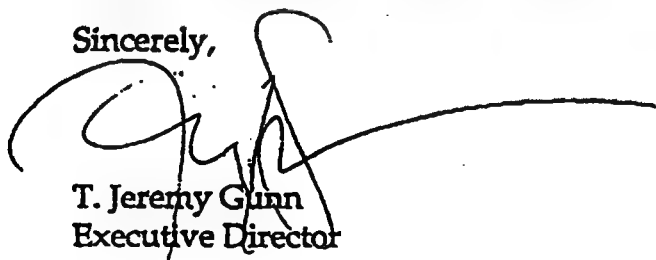
accelerated in order for us to succeed. We must keep in mind that the goal includes reviewing, processing, and transferring to the custody of the National Archives *all* identified assassination records by September 1, 1998. (We do not perceive that duplicate copies of such records need be transferred by September 1.) Many time-consuming difficulties inherent in this project have been overcome, and we perceive that the pace of review is accelerating. Nevertheless, we wanted to signal to you our concern that, unless the pace of review increases further, we may not be on target to satisfy what I hope to be our common objective.

It is our firm intention to complete our task within the congressionally mandated time limit. If CIA is unable to pre-review and process its records consistent with completion of this task, the Review Board will vote to release-in-full all relevant CIA records and mandate that custody be transferred to the National Archives in a timely way. We sincerely hope that it will not be necessary for the Board to make wholesale decisions on unreviewed records and we will be pleased to work with the Agency to see that such a step is unnecessary. But we are prepared to make such decisions to the extent they are required to fulfill our own responsibilities. Although it is our perception that CIA may wish to devote additional human resources to this project, we of course leave such decisions to the sound judgment of knowledgeable CIA officials.

We therefore strongly urge the Agency to take all appropriate steps to complete its review of records in an orderly and systematic manner. To the extent that the Agency is able to satisfy appropriate deadlines, there will be no need for us to resort to any unfortunate -- but potentially necessary -- measures to complete our own obligations to Congress, the President, and the American people.

If you would find it helpful, the Review Board members and I would be pleased to discuss these issues with you or others at the Agency.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Gunn', with a long horizontal flourish extending to the right.

T. Jeremy Gunn
Executive Director

cc: Assassination Records Review Board

CIA SPECIAL COLLECTIONS
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2000

31 October 1997

**Request for Additional Funds for the JFK Assassination
Records Review Project, through 31 September 1998.**

Reference: Ltr. to Executive Director from J. Jeremy Gunn,
Executive Director, Assassination Records Review Board
(ARRB), copy attached.

Background.

1. The ARRB will go out of business on 31 September 1998. Before that date, it has a statutory obligation to complete its review of all records held by the U.S. Government which relate to the assassination of President Kennedy, determine those which are relevant to the assassination story and ensure that the same are transferred to the National Archives. As the board begins its final year, it has become increasingly concerned about the pace of the review and transfer process. Referent letter is the latest of a number of exchanges dealing with that concern.

2. CSI/HRG has carefully reviewed its current position with respect to its ability to meet the deadlines imposed and has concluded that it cannot fully do so without additional resources, at least through 30 September 1998. This conclusion is based in large measure on three changed circumstances:

A. The ARRB has recently exercised its statutory authority and designated additional CIA records to be within the JFK collection (to date approximately twenty cubic feet or 40,000 pages). Additional records may be identified as the ARRB staff continues its review of Agency files.

B. Over the past three months we have received an increase in the number of "Assassination Records" referred from third agencies which include both Agency documents held by another agency or third agency documents which must be reviewed because they contain CIA information; and

C. The ARRB itself has established a deadline which was not anticipated. All agencies had understood that the review process and ARRB action would have to be completed by 30 September, but it was widely assumed that final processing and transfer of the documents to the National Archives could occur after that date. However, the Board has now mandated that all relevant records which are not duplicates must be transferred to custody of the National Archives before it goes out of business.

Additional Resources Requested.

3. The following estimate is based on our understanding of the ARRB requirements at this time.

- A. Review of records: equivalent of 2 man-years (3 contractors -- average daily contractor cost \$270);
- B. Preparation of documents for National Archives: equivalent of 1.5 man-years (2 contractors -- average daily contractor cost \$180);
- C. Indexing: approximately one-man year of overtime (\$25 hourly rate);
- D. Reproduction: approximately one-man year of overtime (\$25 hourly rate).

Estimated cost FY98: \$300,000

SECRET

CIA SPECIAL COLLECTIONS
RELEASE AS SANITIZED

CL BY: 705641

CL REASON: Section 1.5 C

DECL ON: X1

DRV FRM: COV 2-87

NOTE FOR: Brian S. Latell
FROM: Rebecca V. Strode
OFFICE: DCI
DATE: 11/05/97 07:27:26 PM
SUBJECT: CSI Resource Request regarding JFK

I passed to the EXDIR the information Bob Leggett provided regarding the possible resource implications of the letter from the Assassination Records Review Board Executive Director, T. Jeremy Gunn, and the possibility that you will ask that some of the \$5.5 million additional money Congress has added for declassification be allocated to this task (and perhaps also the Korea project). I also showed him Gunn's letter. The EXDIR asks that you provide him the following information:

What is the size of the JFK declassification problem? How much work remains to be done?

How many people do you have working on the JFK project now?

What difference would X more make?

CC: Robert E. Leggett, Patricia F. Duryee, Rodney A. Snyder, Rex H. Latham-C-
Sent on 5 November 1997 at 07:27:26 PM

SECRET

work copy

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21 November 1997

FOR: D/EXDIR

JFK PROJECT

The following is in response to your request for a statement "reaffirming" CSI's commitment to apply available resources to complete the processing of records related to the assassination of President Kennedy.

As Jeremy Gunn stated in his letter of 28 October to the EXDIR, the pace of reviewing JFK-related documents is accelerating. He also stated that the JFK Board has established 1 September 1998 as the deadline for all agencies to finish the processing of records and transfer them to the National Archives.

In order to complete all the necessary tasks required by the Board and meet the deadline, we will clearly need to increase the resources now dedicated to JFK. There are a growing number of requests from the Board to review records from both CIA and other agencies, to search files for additional information, and to brief the Board and its staff. At present, one staff officer and 13 part time independent contractors are devoted to JFK. In addition, we draw on a small CSI computer unit for support and share overtime employees who perform indexing and document copying for the Center.

In the absence of additional resources being provided from elsewhere, CSI (or OIM) will need to shift resources from other projects to JFK for all tasks to be done on time. One option is to interrupt other declassification projects, such as that on DI finished intelligence on the Soviet Union, and the Guatemala covert action, and assign reviewers and others working on those projects to JFK. The moves would need to happen in the next few weeks.

Another important consideration is that the directorates, particularly the DO, will need to increase their resources to keep pace with HRG. These resources are required to coordinate declassification of records and to prepare responses for requests from the Board for additional information and files.

Whatever resource adjustments are made to bolster the effort on JFK, there will still be an unpredictable factor that could require a surge in additional resources later. This stems from the potentially large number of documents from the FBI and other agencies containing CIA equities that

the Board could ask us to review. There is a good chance that such documents will surface near the September deadline, which would leave little time to complete the processing.

ADMINISTRATIVE - INTERNAL USE ONLY

10 Dec 97

NOTE FOR: Ed Cohen
Jim Oliver

FROM: John Pereira, HRG

SUBJECT: JFK/Resource Priority

Attached are four items that provide background on the issues that have been discussed with Dave Carey and Gina Genton with regard to the Agency's need to commit sufficient resources to declassify JFK records.

The items include an exchange of letters between Carey and the JFK Board, a statement prepared by me at Gina's request, and a note reflecting congressional concern. Gina is being briefed on the last item today.

Aside from providing you with background, the items also present a sense of why it is important that we assure that the resources i.e., independent contractors remain available so that the Agency meets the deadline for declassifying the JFK documents.


John Pereira

DEC. 3. 1997 2.24PM

NO. 1933 P. 2



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505
EXECUTIVE DIRECTOR

21 November 1997

CSI 97-536

Dr. T. Jeremy Gunn
Executive Director
Assassination Records
Review Board
600 E Street, NW
Washington, DC 20530

Dear Dr. Gunn:

Thank you for your letter of 28 October in which you outline the Assassination Records Review Board's goals for the coming year. I appreciate the complimentary remarks you made about the "excellent cooperation" that CIA has been providing to the Board.

You raised a concern that the Agency may not be able to increase sufficiently the pace of the review process to meet the 1 September 1998 deadline for completing the transfer of records to the National Archives. You also expressed the view that if any records are not reviewed by the deadline, the Board will vote to release them in full and mandate that custody be transferred to the National Archives.

You can be assured that we are committed to taking all necessary steps to meet our statutory obligation to review all of the Agency's assassination-related materials. It is important that a proper review of all relevant records be done. This will allow us to recommend to the Board what information warrants continued protection.

We appreciate the great responsibility that Congress and the President have given to the Board to inform the American people about the assassination. We share the Board's goal of declassifying and releasing the relevant records to the fullest extent possible.

Please convey my regards to Chairman Tunheim and the other Board members, and assure them of our continued cooperation.

Sincerely,

David W. Carey
David W. Carey

DCI
EXEC
REG



Assassination Records Review Board
600 E Street NW • 2nd Floor • Washington, DC 20530
(202) 724-0088 • Fax: (202) 724-0457

October 28, 1997

Mr. David W. Carey
Executive Director
Central Intelligence Agency
Washington, DC 20505

Re: Completing the Review of JFK Assassination Records

Dear Mr. Carey:

I would like to congratulate you on your new appointment at the Agency and wish you the very best of success in the difficult challenges that lie ahead.

As you probably are aware, the Assassination Records Review Board has been mandated by Congress and the President to oversee the declassification and transfer to the National Archives of all records related to the assassination of President Kennedy. During the past three years we have received excellent cooperation from CIA in regard to the processing of the relevant Agency records. From our perspective, this is due in significant part to the work of John Pereira, Chief of the Historical Review Group, and J. Barry Harrelson, who has shouldered the extremely complicated, burdensome, and frequently thankless task of overseeing the project. Both of them have proved to be superb representatives of the Agency. We also very much appreciated receiving a strong message of support from your predecessor, Nora Slatkin, who advised us in a meeting on October 16, 1996, of her full support for the project and her willingness to commit the necessary Agency resources to complete the project.

Because the Review Board is now in the final twelve months of its statutory tenure, I thought it would be appropriate to advise you of our goals for the upcoming year. It is our wish to be able to state in our Final Report to the President and to Congress that CIA has made all reasonable attempts to locate, review, and declassify all available records on the Kennedy assassination. We would like the Review Board to be able to assure the American people that the Agency has been fully cooperative in this enormous and difficult task, and that the Agency no longer retains any "secret" files on the assassination. In addition, we are obligated to keep Congress informed, on a monthly basis, of the status of our work and any difficulties that would interfere with our ability to achieve our objective.

Although many important strides have been made to further our goals, we nevertheless perceive that the pace of review and declassification of Agency records will need to be

Mr. David W. Carey
October 28, 1997
Page 2

accelerated in order for us to succeed. We must keep in mind that the goal includes reviewing, processing, and transferring to the custody of the National Archives *all* identified assassination records by September 1, 1998. (We do not perceive that duplicate copies of such records need be transferred by September 1.) Many time-consuming difficulties inherent in this project have been overcome, and we perceive that the pace of review is accelerating. Nevertheless, we wanted to signal to you our concern that, unless the pace of review increases further, we may not be on target to satisfy what I hope to be our common objective.

It is our firm intention to complete our task within the congressionally mandated time limit. If CIA is unable to pre-review and process its records consistent with completion of this task, the Review Board will vote to release-in-full all relevant CIA records and mandate that custody be transferred to the National Archives in a timely way. We sincerely hope that it will not be necessary for the Board to make wholesale decisions on unreviewed records and we will be pleased to work with the Agency to see that such a step is unnecessary. But we are prepared to make such decisions to the extent they are required to fulfill our own responsibilities. Although it is our perception that CIA may wish to devote additional human resources to this project, we of course leave such decisions to the sound judgment of knowledgeable CIA officials.

We therefore strongly urge the Agency to take all appropriate steps to complete its review of records in an orderly and systematic manner. To the extent that the Agency is able to satisfy appropriate deadlines, there will be no need for us to resort to any unfortunate -- but potentially necessary -- measures to complete our own obligations to Congress, the President, and the American people.

If you would find it helpful, the Review Board members and I would be pleased to discuss these issues with you or others at the Agency.

Sincerely,



T. Jeremy Gunn
Executive Director

cc: Assassination Records Review Board

ADMINISTRATIVE - INTERNAL USE ONLY

From the Desk of J. Barry Harrelson

NOTE FOR: Lee Strickland @ DA
FROM: John Pereira @ DCI
OFFICE: J. Barry Harrelson
DATE: OIM/HRP
SUBJECT: 01/29/98 11:43:38 AM
 JFK Collection and Resources

CIA SPECIAL COLLECTIONS
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 2000

Staffing FY 1997: 1 Staff employee, 13 ICs, 3 summer employees
 3 ADP contractors
Current Staffing / FY 1998: 1 full time staff employee, 1 part-time staff employee
 20 ICs, 3 ADP contractors
Additional FY 98 Staffing needed: 4 ICs
The FY 98 above does not include: 1 man-year (est) of overtime reproduction support
 1 man-year (est) of overtime indexing support
 5 summer employees or equivalent

Examples of JFK Records:

Oswald 201 File 25,000 pages
Sequestered Collection: 30,000 Pages of HSCA material
 100,000 Pages of hardcopy material (from the investigation)
 72 Reels (160,000 pages) of Microfilm including:
 26 Reels of 201 Files
 5 Reels of Personnel Files
 13 Reels of Cuban related material
 plus reels on DO organization, project and operation
 files, Mexico City Station files, Nosenko files, and
 material in the hardcopy collection.

duplicates of

All figures are approximate; I have not included working files (20+ boxes) and referrals.

CC:

Sent on 29 January 1998 at 11:43:38 AM

Follow up discussion w/ Lee & Rusty 1/20/98
 * need 4 people, 4 day @ wk, 4 months, =
 (1.5 FTE)
 Rusty has action

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ADMINISTRATIVE - INTERNAL USE ONLY

4 February 1998

MEMORANDUM FOR: John Pereira @ DCI

FROM: J. Barry Harrelson
JFK Project Officer

OFFICE: OIM/HRP

SUBJECT: Additional JFK Resources

REFERENCE: Previous discussions with you and Lee Strickland

As we discussed, the JFK Project has an immediate need for "IA" type support over the next four months (Feb-May/June). I estimate that we need at least the equivalent of four persons, four days @ week or 272 work days. Based on the figures provided by Rich Warshaw (\$27 @ hr), the cost will be approximately \$59,000 to cover the four months. Unless we receive the five requested "summer onlys". we will need an additional \$70,000 (325 work days) for IA support to complete those project tasks which must be completed by 1 September.

There is also a need for additional overtime indexing support. I estimate we will need an additional 2 or 3 indexers to keep pace with the reviewers. Does OIM have any indexers who would be interested in working on the JFK project?

CC:

Sent on 4 February 1998 at 09:22:09 AM

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

6 February 1998

MEMORANDUM FOR: Lee S. Strickland @ DA

FROM: John F. Pereira

OFFICE: CSI/HRP

SUBJECT: Additional JFK Resources

REFERENCE: IMMEDIATE REQUEST

We request your approval to add short-term IC resources to the JFK effort immediately as outlined in Barry Harrelson's request below. Funds would be needed to reimburse ADD.

This request has taken on additional urgency, because the Board has returned to us 700 documents that need to be checked and prepared quickly for release to NARA. (Each month, additional batches of documents are returned to us.) As I mentioned earlier, we have talked with Warshaw, who is prepared to provide the IA resources (contractors) once we have agreed to reimburse him.

Original Text of J. Barry Harrelson
Original Text of J. Barry Harrelson

*4 February 1998**4 February 1998*

MEMORANDUM FOR: John Pereira

FROM: J. Barry Harrelson
JFK Project Officer

OFFICE: OIM/HRP

SUBJECT: Additional JFK Resources

REFERENCE: Previous discussions with you and Lee Strickland

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11 February 1998

MEMORANDUM FOR:

Lee S. Strickland @ DA
 Glenn R. Jacobs @ DA
 John F. Pereira

FROM:

Nancy E. Morgan @ DA

OFFICE:

OIM

SUBJECT:

Action: Review SAIC Contract Costs for JFK

REFERENCE:

Lee et. al.: I have asked Jeffry to send us the detailed cost breakout by month. Now what I need from all of you is what level of effort you think you will need beyond 30 Sep, whether you will need surge support to make Sept. deadline, etc. I also need to review this amount against \$\$ to be transferred from HRG for FY 98 to make sure we can cover the bill. Thx, Nancy

Original Text of Jeffry S. Snyder
 Original Text of Jeffry S. Snyder

From the Desk of

From the Desk of Jeffry S. Snyder
DCI/ISMS Customer Service Team - Phone 46060

NOTE FOR:

Joanne R. Abbott @ DCI
Nancy E. Morgan
Celeste Stretton-Knowles @ DCI
Jeffry S. Snyder @ DCI

FROM:**OFFICE:****DATE:****SUBJECT:**

DCI/ISMS
 02/11/98 11:29:58 AM
 SAIC Contract Costs

Hello to All -

I've received an estimate from SAIC for contract costs for our next option period, 1 Apr 98 - 31 Mar 99. I wanted to get this information to you early for planning purposes. I stress that these figures are estimates because we would like to change our contract vehicle from the current Cost-Plus-Fixed-Fee (CPFF) to a Cost-Plus-Award-Fee (CPAF) contract. With the current CPFF contract, we have very little leverage to ensure quality service. Although we have not had any problems with SAIC to date, we would feel more comfortable with a CPAF vehicle. SAIC has not been notified yet of our desire to change.

We currently pay an 8% fee on our CPFF contract. Because, in switching to CPAF contract, the contractor assumes more risk, our fee offer will probably go up to 9% or 9.5% (our original position will be to remain at 8%). In your planning you may want to add the difference to give you a grand total.

Right now the pricing, broken down by office for 1 Apr 98 - 31 Mar 99, is:

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CSI: \$48,630
HRG/OIM: \$437,665 **
NIC: \$360,251

** **Nancy**: If you'd like a breakdown of your costs, please let me know.

OFL/Contracts will begin negotiations with SAIC sometime this month. In the past we have incrementally funded our contract so I don't expect we'll need the total up front. That being said, Contracts will probably require 50% commitments from each office (if you want to fully fund the effort, please feel free). I'll keep you posted as I receive more information.

Jeffry

CC: **Janet W. Donovan @ DCI**
Patricia F. Duryee @ DCI
Sent on 11 February 1998 at 11:29:58 AM

CC:
Sent on 11 February 1998 at 04:14:40 PM

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for presentation

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3 June 1998

Talking Points For Meeting of the Historical Review Panel

Subject: JFK Assassination Records Review Project

Background (1992 - 1995)

The setting up of the Historical Review Program coincided with growing interest in Congress to require agencies to declassify records related to the assassination of President Kennedy.

a. DCI Gates decided to start declassification process before Congress passed legislation

b. DCI testified in Congress about "Openness Policy" (May 1992)

--First folder of OSWALD 201 (also know as the pre-assassination file) released

c. JFK Act passed late 1992:

--Called for Presidential-appointed Assassination Records Review Board (ARRB).

d. First two years the Program focused on JFK with two major releases (August 1993 and August 1994)

-- Approximately 227,000 pages from CIA files were released in full or in sanitized form

-- In addition reviewed material at NARA (Warren Committee), SSCI (Church Committee) and Ford Library (Rockefeller Commission) plus numerous referrals from other Agencies (FBI, STATE, Army, etc.)

e. The Assassination Records Review Board did not actually begin reviewing documents until May 1995.

--Reasons: Delays in appointment of members and hiring of staff and the time required to obtain security clearances

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ARRB (1995 to present)

Board's interpretation of the law created a time-consuming, labor intensive review process:

All sanitized records had be reviewed by the Board and action taken on each postponed item.

Specific evidence of current harm was required for each postponement.

a. HRP began a re-review of the material previously release.

-- Approximately 80% of the 227,000 pages release in 1993/1994 contained deletions.

-- Resources added to JFK project to meet Board's monthly deadlines (reviewers borrowed from other projects.

b. Significant Agency resources required to prepare evidence to defend recommended postponements.

-- Identification of "specific harm" involves extensive research by DO and other components; time cost comparable to court legations

-- Frequently only a few documents or words are at issue.

-- Usually the information is marginal or not germane to the assassination story.

EXAMPLES:

* It took over two weeks of staff time, numerous meetings, and at least two Board sessions to protect the specific location of an Agency's facility in a few documents. The release of the location would have added nothing to the JFK assassination story.

* 100s of hours have been expended in research to protect approximately 2000 names of agency employees and assets that appear in the material.

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c. ARRB Special requests/searches for additional records have added to the overall cost of the project.

-- 34 written requests, some requiring screening large blocks of records from the archives including files Office of the DDCI and DDP files for the JFK time-frame (1959-64) in search of additional records.

-- Others require extensive research such as checking old financial and travel records.

d. (Summer 1997) Additional resources added to the JFK project as a result of changes in ARRB's review process that greatly increased the Board's ability to act on documents.

-- Dramatic increase in the number of documents acted on by Board each month:

March 1997 - 92 documents

March 1998 - 1281 documents

e. Board receives extension through FY 1998; mandated completion of review by September 1998.

-- Starting in December 1997, reviewers (11) shifted from other projects to JFK to meet the Board's deadline;

-- ADP and support staff also increased;

-- currently over 35 FTE dedicated to the JFK review project.

f. Project does not end in September; significant amount of work preparing duplicates for NARA

Current Status of JFK Records Review

Agency Files: Reviewed over 300,000 pages
Released approximately 230,000 pages

Referrals: Approximately 95,000 pages
from other agencies, NARA, Congress

Re-review: approximately 80% complete

New material: Duplicate check 2/3 complete

[Lee -- I will have a more detailed breakdown at the meeting]